



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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August 03, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

8 AUGUST 3, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

SUBJECT

ADOPTION OF CONFLICT OF INTEREST AND DISCLOSURE CODES.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for the Century Community Charter School, Inc.; Lawndale Elementary School District; and the Los Angeles Community College District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

NEW AGENCY:

(Century Community Charter School, Inc.)

- This Agency has adopted by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and have adopted the County's Model Disclosure Categories.
- The Agency has designated the following positions as code filers: Board of Directors; President; Treasurer; Vice President, Business Operations; Vice President, Human Resources; Principal; and Consultant.

SUBSTANTIVE CHANGES:

(Lawndale Elementary School District)

- Modifies the Incorporation Page to reflect those positions that will file directly with the Board Executive Office.
- Adds one (1) new disclosure category to Exhibit "A", which captures Charter School Entities.
- Renumbers an existing disclosure category.
- Adds Charter School Board Members and Charter School Entity to the code.

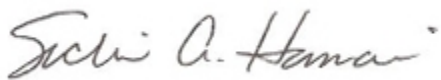
(Los Angeles Community College District)

- Modifies the Incorporation Page to reflect those positions that will file directly with the Board Executive Office.
- Adds one (1) new disclosure category to Exhibit "A", which captures Personnel related positions.
- Deletes Controller and Assistant Controller from the code due to reorganization.
- Changes the titles of seven (7) positions.
- Adds: Chief Financial Officer/Treasurer; Director of College Facilities; Manager, Facilities Planning; Director of Budget and Management Analysis; Director of Internal Audit; Director of Accounting; Vice Chancellor for Economic and Workforce Development; Vice Chancellor for Institutional Effectiveness; Senior Associate Vice Chancellor (Human Resources); Director of Employer-Employee Relations; Computer and Network Operations Manager; Assistant Computer and Network Operations Manager; Data Services Manager; Enterprise Resources Planning (ERP) Project Coordinator; SAP Project Coordinator; SAP/ERP Manager; Cal Works Directors; and Committee Members, Joint Labor/Management Benefits Committee to the code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,



SACHI A. HAMAI
Executive Officer, Board of Supervisors

SAH:DG:kw

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

CENTURY COMMUNITY CHARTER SCHOOL, INC.

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Member, Board of Directors and the President and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CENTURY COMMUNITY CHARTER SCHOOL, INC.

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

CENTURY COMMUNITY CHARTER SCHOOL, INC.

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Directors	1, 2, 3
President	1, 2, 3
Treasurer	2, 3
Vice President, Business Operations	1, 2, 3
Vice President, Human Resources	2, 3
Principal	4
Consultants	5

EFFECTIVE:

* These captured positions cover Century Community Charter School & Century Academy For Excellence, and any future charter schools that may be established by Century Community Charter School Inc.

Conflict of Interest Code
of the

LAWNDALE ELEMENTARY SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and its Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LAWNDALE ELEMENTARY SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category are those individuals who perform under a charter school agreement the duties of any position similar to that of any designated position on Lawndale Elementary School District's Conflict of Interest Code and shall be required to file Statements of Economic Interests. The level of disclosure shall be determined by the agency head or his or her designee.

In addition, individuals who, under a charter agreement, participate in decisions by providing information, advice, recommendations to his or her charter school(s) which could affect financial interests shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the agency head (or designee).

LAWNDALE ELEMENTARY SCHOOL DISTRICT

EXHIBIT "A" (Cont'd)

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

LAWNDALE ELEMENTARY SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Education Services	4
Assistant Superintendent, Human Resources	4
Associate Superintendent Business	4
Director Maintenance & Operations	4
Director, Food Service Dept.	4
Director of Purchasing	4
Charter School Board Member ^①	1, 2, 3
Charter School Entity	5
Consultant	6

^① Charter School(s): Environmental Charter High School

EFFECTIVE:

Conflict of Interest Code
of the

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, and Chancellor, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all business positions with investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and supplies of a type utilized by the District and the Foundation and associated with the job assignment of designated positions assigned to this disclosure category, with the exception of positions with a Foundation formed under the Nonprofit Benefit Public Corporation Law. (Corporations Code Section 5000, et. seq.)

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "A" (Continued)

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

CATEGORY 7

Persons in this category shall disclose all income from any Los Angeles Community College District employee, any representative or association of such employee, and business position or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Executive Assistant to the Chancellor	2, 3
Board Members	1, 2, 3
Chancellor	1, 2, 3
Chief Financial Officer/Treasurer	2, 3
General Counsel	1, 2, 3
Associate General Counsel	1, 2, 3
Student Board Member	4
Administrator for College & District Public Relations	4
Director of Foundation	1, 5
Assistant General Counsel	4
Deputy Chancellor	1, 2, 3
Director of College Facilities	1, 2, 3
Manager, Facilities Planning	1, 2, 3
Director of Budget and Management Analysis	2, 3
Contracts Analyst	4
Contracts Manager	1, 2, 3
Accounting Manager	4
Director of Business Services	1, 2, 3
Financial Aid Manager, CFAU	4, 7
Director of Facilities Planning & Development	1, 2, 3

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "B" (CONTINUED)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Facilities Project Managers	1, 4
Construction Project Inspector	4
Purchasing Agent	4
Occupational and Safety Health Specialist	4
Risk Manager	4
College Procurement Specialist	1, 2, 3
Employee Benefits Specialist	4, 7
Director of Internal Audit	2, 3
Director of Accounting	4
Executive Director of Facilities Planning & Development	1, 2, 3
Vice Chancellor, Business Services	1, 2, 3
Vice Chancellor, Operations	1, 2, 3
Vice Chancellor of Instructional and Student Support Services	4
Dean, Workforce Development	4
Associate Dean, Welfare-to-Work	4
Associate Dean, Special Projects	4
Associate Director of Occupational Programs	4
Associate Director of International Education	4
Director of International Education	4
Director of Educational Research, Planning & Development	4

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "B" (CONTINUED)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Vice Chancellor, Educational Services	1, 2, 3
Vice Chancellor for Economic and Workforce Development	4
Vice Chancellor for Institutional Effectiveness	4
Senior Associate Vice Chancellor (Human Resources)	2, 3
Director of Diversity Programs	4
Associate Vice Chancellor	4, 7
Assistant Director of Employer-Employee Relations	4, 7
Director of Employer-Employee Relations	4, 7
Director of Human Resources and System Planning	2, 3
Personnel Manager	4, 7
Vice Chancellor, Human Resources	1, 2, 3
Chief Information Officer	4
Systems & Programming Manager	4
Data Center & Communications Manager	4
Software Systems Engineering Manager	4
Computer and Network Operations Manager	4
Assistant Computer and Network Operations Manager	4
Data Services Manager	4
Enterprise Resources Planning (ERP) Project Coordinator	4
SAP Project Coordinator	4

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "B" (CONTINUED)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
SAP/ERP Manager	4
Presidents	1, 2, 3
Vice Presidents, Administration/Admin. Services	1, 2, 3
Vice Presidents, Academic Affairs	1, 4
Vice Presidents, (Academic Affairs) Workforce Education, Economic Development & Community Education	1, 4
Vice Presidents, Student Services	4
Associate Vice Presidents, Administrative Services	4
Deans, Academic Affairs/Center for Economic Development & Continuing Education/Service Careers/Tech Careers/Arts & Sciences	4
Deans, Resource Development & Community Relations	4
Associate Deans of Trade, Technical & Occupational Depts.	4
Associate Deans, Cal-Works	4
Buildings & Grounds Administrators/Operations Managers and Facilities Managers	4
College Financial Administrators	4
Bookstore Managers	4
Food Services Managers	4
Director of Foundation	1, 5
CalWorks Directors	4
Commission Members (Personnel Commission)	4, 7
Personnel Director (Personnel Commission)	4, 7

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT "B" (CONTINUED)

Designated Positions

Disclosure Categories

Committee Members
(Joint Labor-Management Benefits Committee)

4, 7

- Consultants

6

- Consultants are included in the list of designated employees and disclose pursuant to the broadest category in the code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant, although a "designated position", is being hired to perform a range of duties that is limited in scope and is therefore not required to comply fully with the disclosure requirements described in this Conflict of Interest Code. Such determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EFFECTIVE: